ADS Instructions for Using PGP Encryption Software

Installing PGP
1. Exit all programs currently running on your PC and insert the CD-ROM into the CD-ROM drive. The Setup program should automatically start. If not, double-click Setup.ext in the PGPfolder on the CD-ROM.
2. The PGP Installation screen should appear
3. Review the instructions in the Welcome Dialog box and click Next.
4. Review the license agreement then click Yes.
5. Review the Whatsnew.txt file then click Next.
6. Register by entering your name and company name in the User information box and then click Next.
7. Click Next to accept the default directory for PGP Files.
8. The Select Components screen will appear with all components checked. If you don't want some of these components, uncheck them. The PGP Key Management Component is the only one required in order to encrypt files for ADS. Selecting the User's Manual and the relevant email plugin's would be a good idea if disk space is not a problem. You should probably uncheck the PGPnet unless your agency plans to utilize a corporate intranet.
9. Click Next.
10. A dialog box appears, alerting you that the installer is ready to copy files. Click Next.
11. If you have not had PGP installed before, click No in the dialog box regarding use of existing key rings. When you first open the PGPkeys application you are prompted to create a keypair.
12. If you chose to install the PGPnet application, the PGPnet Network Adapter List appears listing the network adapters found on your system.   Select your communication method and click OK.
13. If you want to restart your computer automatically, select Yes, I want to restart my computer now.
14. Click Finish to complete the PGP installation and reboot.

Creating a KeyPair
1. Open PGPkeys by clicking Start → Programs → PGP → PGPkeys (you can also click on the key icon in your email application tool bar if you installed the email plug ins.)
2. Select **Keys**, then Select **New**.
3. Click Next after you have read the information displayed.
4. Enter your name and email address and select Next.
5. Select a key type: use Diffie-Hellman unless you know that you will be corresponding with people who use the older version of PGP. You can always come back and create another key pair using the other key type.
6. Specify a key size: 1024 bits is generally a safe size.
7. Click **Next**
8. Indicate an expiration date, or simply use the default selection of **Never**.
9. Click Next
10. Enter a Passphrase. To confirm your entry, press the TAB key to move to the next line and reenter your passphrase.

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11. Click Next to begin the key generation process. If you have entered a passphrase that is not highly secure, you will receive a warning message. You have the choice of accepting the passphrase or entering a more secure one.
12. Click Next to advance. The PGP Key Generation Wizard indicates that you have successfully generated a new key pair and asks if you want to send your public key to a certificate server.
13. You can now choose to send your public key to the server (select no if you are not on a network and you are the only one who will need access to the key).
14. Click Finish.

Distributing Your Public Key as an Email Attachment
1. From Start, Select Programs, Select PGP, Select PGPKeys.
2. Right click on the key that you want to distribute and select Copy.
3. From Start, Select Accessories, then Notepad.
4. Select Edit, then Select Paste.
5. Select File, then select Save.
6. Name the document, for example: CISCkey.txt.
7. Attach the file to an Email message. The recipient will be able to unencrypt documents that you send.

Receiving a Pubic Key which was Sent as an Email Attachment
1. Save the attached file to your PC
2. In PGPKeys Select Keys, then Import.
3. Select the file that contains the key, then Select Import.
4. The key should now appear in your PGPKeys window.

Encrypting a file
1. In Windows Explorer, right click on the file that you want to encrypt.
2. Select PGP, then Select Encrypt.
3. Drag the user to whom you want to send the document into the recipient window. (Only users who have sent you their public keys will appear in the user window. If you want to send an encrypted document to someone, you must first receive their public key and send them your public key.) Select OK.
4. In Windows Exploer, select View, then Refresh. You will see a new file with an extra extension of .pgp – this is the encrypted file.

Decrypting a file
1. An encrypted file will have the extension .pgp
2. In Windows Explorer, right click on the file that you want to decrypt.
3. Select PGP, then select Decrypt and Verify.
4. You will be prompted to enter your passphrase.
5. In Windows Exploer, select View, then Refresh. You will see a new file of the same name without the extra extension of .pgp – this is the unencrypted file.